

COMMITTEE MEMBERS PRESENT: G. Feest, G. Garski, J. Hansen

COMMITTEE MEMBERS ABSENT:

VILLAGE BOARD MEMBERS PRESENT: K. Otowska

STAFF IN ATTENDANCE: T. Zarzecki, T. Peterson, K. Magyar, S. Houte, J. Robers, R. Stedman, S. Kohlhausen

OTHERS: T. Pruitt- Attorney

1. Roll Call

The meeting was called to order at 3:30 p.m. by **G. Feest**.

2. Public Comment

None

3 Approval of Finance/Legal/License Minutes for:

June 22, 2016 Special Finance/Legal/License Meeting Minutes – Motion by Garski to approve the June 22, 2016 Finance /Legal/License Meeting Minutes. Motion seconded by Hansen. Motion carried (3-0)

August 17, 2016 Finance/Legal/License Meeting Minutes – Motion by Garski to approve the August 17, 2016 Finance/Legal/License Meeting Minutes. Motion seconded by Hansen. Motion carried (3-0)

4. Police Dept. Finger Print LiveScan purchase approval– Motion by Hansen to approve the purchase of “ID Networks” LSCAN 500 Palm Scanner (w/auto capture) and all related equipment on quote 16-0805-01 for \$12,588.00. Motion seconded by Garski. Motion carried (3-0)

5. Police firing range agreement with Racine Police Department – After lengthy discussion, a motion was made by Hansen to approve the Police firing range agreement with the Racine Police Department with changes made in section III. General Provisions (A) (1) Period of Agreement/Termination to read “terminated by either party” and move to the Village Board. Motion seconded by Garski. Motion carried (3-0)

11. Fire Dept – Approval to purchase used ambulance – Motion by Garski to allow the Fire Department to bid up to the specified amount listed (\$25,000) for a new used ambulance and move to the Village Board. Motion seconded by Hansen. Motion carried (3-0)

6. Approval of Claims-alternative method (A/P Check approval). K.Magyar stated that the current method that the Village Board receives information on checks that the Village cuts is appropriate according to our Code; however, she would like to see that this information also goes to the full board at the Village Board Meeting. Motion by Garski that the monthly check registry goes to the Village Board on the second meeting of the month. Motion seconded by Hansen. Garski revised his motion to bring this item back to committee after looking into a possible ordinance change with the Village Attorney. Motion seconded by Hansen. Motion carried (3-0)

7. Budget to Actual reporting – Motion by Garski to authorize staff and the Administrator to research with the Village Attorney where this should be listed on the Village Board Agenda and bring it back to the next meeting. Motion seconded by Hansen. Motion carried (3-0)

10. PO-720 Microsoft Volume Licensing IT– Motion by Garski to approve PO-720 Microsoft Volume Licensing and take the funds from account 100-51-51450-535000 in the amount of \$27,227.46. Motion seconded by Hansen. Motion carried (3-0)

8. Transcendent Technologies Tax/Pet Software Agreement Contract – Motion by Hansen to approve the Transcendent Technologies Tax/Pet Software Agreement Contract for a cost of \$1,100. Motion seconded by Garski. Motion carried (3-0)

12. Project Change Orders – Chair Feest stated that item number 9 on the agenda will be covered under item number 12. After a lengthy discussion, a motion was made by Garski to approve the Prairie Green change order #2 in the amount of \$28,295.20 with the understanding that the water from the sump pump will be going in a different direction. Chair Feest stated that the motion to include the sump pump was unenforceable in the motion. Trustee Garski removed it from his motion but kept the amount of \$28,295.20 to contractor Payne & Dolan and move to the Village Board. Trustee Garski retracted his first motion and motioned to approve the 2016 Paving Program Contract and move to the Village Board. Motion seconded by Hansen. Chair Feest clarified if Trustee Garski meant to move all of the change order items to the Village Board. Garski stated yes. The second agreed. Motion carried (3-0).

- 13. Review of Employment Contract practice** – K. Magyar asked for direction from the committee as to what they want to discuss. Chair Feest stated that this item should go to the Personnel Committee. Chair Feest stated that if we are hiring anyone in the up coming year it needs to be thoroughly addressed in Personnel and that he does not want to see mid-year changes in positions. K. Magyar asked if he looking for a procedure for changing positions mid-year. Chair Feest stated that he was looking for any hiring or position name changes it should be done in the budgetary cycle. No action was taken
- 14. New/Renewal various license** – Motion by Garski to approve the New Operator Licenses for September 1, 2016 to June 30, 2017 with the exception of C. McGee. Motion seconded by Hansen. Motion carried (3-0)
- 15. Adjourn** – S. Houte stated that change order procedures need to be addressed; Village projects need to keep moving forward without delays which could cost the Village money. Will there be a protocol for staff to be able to make these change order decisions without holding up the projects? Does there need to be a policy created regarding this? Chair Feest stated that he would like look at the possibility to allow staff to make contingency change orders at the staff level. A motion was made at approximately 6:20 pm by Garski to adjourn. Motion seconded by Hansen. Motion **passed** unanimously (3-0).